

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.

S000086

6. OPM Certification No.

2. Reason for Submission

☐ Redescription ☐ New

3. Service

☐ Hdqtrs. ☒ Field

4. Employing Office Location

5. Duty Station

☐ Reestablishment ☒ OtherExplanation *(Show any positions replaced)*

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel ☐ Employment and
Financial Disclosure Financial Interests

9. Subject to IA Action

☒ Yes ☐ No

Standard Position Description

10. Position Status

☐ Competitive
☒ Excepted *(Specify in Remarks)*
☐ SES (Gen.) ☐ SES (CR)

11. Position is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1-Non-Sensitive
☐ 2-Non-critical Sensitive
☐ 3-Critical
☐ 4. Special Sensitive
☐ 5. Moderate Risk
☐ 6. High Risk

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. U.S. Office of Per-
sonnel Management

Full Performance Level GS-4

b. Department, Agency
or Establishmentc. Second Level
Review

d. First Level Review

Student Trainee (Information Technology)

GS

2299

4

e. Recommended by
Supervisor or
Initiating Office

16. Organizational Title of Position

17. Name of Employee *(if vacant, specify)*18. Department, Agency or Establishment
Department of the Interior

c. Third Subdivision

a. First Subdivision
U.S Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision
Region ____

e. Fifth Subdivision

19. Employee Review--This is an accurate description of the major duties and
responsibilities of my positionSignature of Employee *(optional)*20. **Supervisory Certification.** I certify that this is an accurate statement of the
major duties and responsibilities of this position and its organizational
relationships, and that the position is necessary to carry out Government
functions for which I am responsible. This certification is made with theknowledge that this information is to be used for statutory purposes relating
to appointment and payment of public funds, and that false or misleading
statements may constitute violations of such statutes or their implementing
regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been
classified/graded as required by Title 5, U.S. Code, in conformance with standards published
by the U.S. Office of Personnel Management or, if no published standards apply directly,
consistently with the most applicable published standards.22. Position Classification Standards Used in Classifying/Grading Position
Administrative Work in the Information Technology Group, GS-2200
Series Definitions for GS-099 and GS-2299
Computer Clerk and Assistant Series, GS-335

Type Name and Title of Official Taking Action

Information for Employees. The standards, and information on their application, are available in the
personnel office. The classification of the position may be reviewed and corrected by the agency or the
U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on
exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

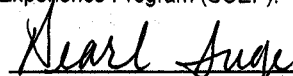
a.. Employee *(optional)*

b. Supervisor

c. Classifier

24. Remarks

Position is in the excepted service. The employee serves under the Student Career Experience Program (SCEP).


4-28-03
APPROVED FOR SERVICEWIDE USE25. Description of Major Duties and Responsibilities *(See Attached)*

Student Trainee (Information Technology)
GS-2299-4

Introduction:

The incumbent of this position serves as a Student Trainee through the Student Career Education Program. Work assignments are selected to ensure that the employee receives on-the-job training and exposure to information technology methods and practices from the U.S. Fish and Wildlife Service which complements formal education leading to an undergraduate degree from an accredited college or university.

Major Duties

Performs a variety of basic IT tasks which may include:

Collecting specific information from reference sources, software utilities, or customers.

Assisting with basic troubleshooting of networks, web pages, work stations, or personnel computers under close direction of more senior IT staff.

Assisting with routine maintenance of electronic files including making tape/disk back up copies of hard disk information, retrieving files from back up tapes/disks, or using file transfer protocol (FTP) software to add or update files on Web servers.

Assisting with editing basic HTML documents.

Assisting with the installation or upgrade of common hardware or applications software.

Factors

1. Knowledge Required by the Position **Factor Level 1-3 350 points**

Practical knowledge of standard information technology concepts and terminology sufficient to understand and perform basic technical support tasks.

Basic oral and written communication skills to communicate factual and procedural information clearly.

Ability to gather and summarize factual information.

Basic keyboarding skills and ability to use a personal computer or work station to perform tasks such as basic entry or editing of files using word processing or other common software.

Ability to meet and deal effectively with people.

Basic knowledge of information security practices and policies.

2. Supervisory Controls **Factor Level 2-2 125 points**

The supervisor instructs the employee on the purpose of the assignment and its scope, limitations, expected deadlines, and priorities. The supervisor also advises the employee on peculiarities of new assignments. The employee works independently, but within the framework established by the supervisor and in conformance with established practices and prescribed procedures. The employee refers problems not covered by the supervisor's instructions or guides to the supervisor for help or a decision. The supervisor reviews completed work closely to verify accuracy and conformance to required procedures and special instructions; reviews findings and conclusions to ensure they are supported by facts; and typically reviews in detail the more difficult work of a type the employee has not previously done.

3. Guidelines**Factor Level 3-1 25 points**

The employee uses specific and detailed guidelines that cover all aspects of the work. The employee works in strict adherence to available guidelines, which require little or no judgment. The supervisor or designated employee must authorize any deviations from the guidelines.

4. Complexity**Factor Level 4-2 75 points**

The work consists of easily distinguishable tasks involving related steps, processes, methods, and procedures. The employee decides what needs to be done by choosing from various alternatives, recognizing differences among a few easily distinguishable situations. The employee uses judgment regarding the most appropriate approach that is in accordance with established procedures and practices.

5. Scope and Effect**Factor Level 5-1 25 points**

The primary purpose of the position is to provide the employee with training and experience to complement formal undergraduate education. Assignments will include specific, routine duties that include a variety of tasks or procedures to familiarize the employee with IT programs and services. Work affects the work of others but has little impact beyond the immediate organizational unit or beyond the delivery of limited services in a timely manner to others.

6. Personal Contacts**Factor Level 6-2**

Contacts are within the immediate office and with IT users.

7. Purpose of Contacts**Factor Level 7-A - 6-2 & 7-A 45 points**

The purpose is to obtain and provide information.

8. Physical Demands**Factor Level 8-1 5 points**

The work is sedentary, but may involve extended periods working at a keyboard and monitor. Work may also involve carrying or moving computer components and supplies.

9. Work Environment**Factor Level 9-1 5 points**

The work area is adequately lighted, heated, and ventilated.

Total Points 655 Point Range 655 - 850 = GS-4